

**Minutes of the
QUARTERLY MEETING OF THE AUDIT COMMITTEE**

Wednesday, June 22, 2016

Committee Members Present: Steven T. Chávez; Cara Letofsky; Julie Kleinschmidt; Karen Marquardt

Committee Members Absent: Edward Reynoso, Chair; Chuck Denninger

Committee Members Excused:

CALL TO ORDER

A quorum being present, Committee Vice Chair Steven T. Chávez called the quarterly meeting of the Council's Audit Committee to order at 12:02 p.m. on Wednesday, June 22, 2016.

APPROVAL OF AGENDA AND MINUTES

It was moved by Letofsky, seconded by Kleinschmidt to approve the agenda. **Motion carried.**

It was moved by Letofsky, seconded by Kleinschmidt to approve the minutes of the January 27, 2016 quarterly meeting of the Audit Committee. **Motion carried.**

BUSINESS

2016-A11 MN State Auditor's Report – Financial Management and Compliance Year End 2015
MN State Auditors Lisa Young and Amy Ames presented the report to the Audit Committee. It was moved by Letofsky, seconded Marquardt, that the Audit Committee accept the report.
Motion carried.

2016-A12 HR 2014 EEO Employee Discipline Reporting
Director Program Evaluation and Audit Arleen Schilling presented the report to the Audit Committee. Director OEO Wanda Kirkpatrick and HR Chief Labor Relations Officer Marcy Cordes were in attendance to represent the report and help answer questions. It was moved by Kleinschmidt, seconded by Letofsky, that the Audit Committee accept the report.
Motion carried.

2016-A13 HR Recruitment and Hiring Data Review
Auditor I Akua Asare presented the report to the Audit Committee. Director OEO Wanda Kirkpatrick and HR Chief Labor Relations Officer Marcy Cords were in attendance to represent the report and help answer questions. It was moved by Letofsky, seconded by Kleinschmidt, that the Audit Committee accept the report.
Motion carried.

2016-A14 FTA Compliance Review – Transit Team
Director Program Evaluation and Audit Arleen Schilling presented the report to the Audit Committee. Assistant Director Transportation Services Gerri Sutton was in attendance to represent the report. It was moved by Kleinschmidt, seconded by Letofsky, that the Audit Committee accept the report.
Motion carried.

INFORMATION

1. Director's Report: Audit Plan revision will be brought to the next Audit Committee meeting in early October.
2. Introduction of new staff and interns
3. Next Audit Committee meeting: Meetings will be scheduled on the 2nd Wednesday of the month instead of the 4th Wednesday of the month.

ADJOURNMENT

Business completed, the meeting adjourned at 1:12 p.m.

Mary Weems
Recording Secretary